

**South Dakota Department of Social Services
Recruitment of an Interim and Permanent Medicaid Director and Organizational Impact Assessment
RFP#749**

Vendor Questions and DSS Responses

August 18, 2016

Question Number	Question	Response
1	Are vendors required to bid on both components or can bids be submitted for one component.	Vendors are required to bid on both components. Vendors can partner with other vendors to meet the requirements of the RFP.
2	What is the expected budget for this project?	Vendors should respond with their cost proposal as outlined in Section 7 of the RFP.
3	Section 5.2.4 (page 8) states that the “cost proposal must be submitted as a separate document,” however Section 1.5 (page 3) states that “Offerors must also submit one (1) digital, PDF copy, including cost proposal(s) and all attachments.” Is it acceptable to provide the Cost Proposal as a separate document for the hard copies, as well as provide it as a separate PDF on the same flash drive as the technical copy? If this is not acceptable, please describe how the cost proposal should be provided in both the hard copies and the electronic copy.	Yes, a separate PDF of the cost proposal saved on the flash drive is acceptable.
4	Section 7.0 (page 9) states the cost proposals “should include the cost for each deliverable outlined in Section 3.0.” Would DSS like any additional information in the cost proposal other than the total cost by deliverable?	In addition to the cost of each deliverable, cost proposals should also include the cost of job postings and candidate travel.
5	Has DSS already initiated any job search activities or postings for the interim or permanent Medicaid Director position? If so, please describe these efforts.	DSS has been actively recruiting a Medicaid Director. Through our Bureau of Human Resources, we have utilized national job postings including LinkedIn, Indeed, and

		CareerBuilder to feature the Medicaid Director as a “sponsored” job both regionally and statewide to garner more applicants. We also posted its availability on LinkedIn, Twitter, Facebook, and Indeed using free postings. The job has also been posted through the National Association of State Medicaid Directors (NAMD) and posted on our state job posting website.
6	Section 5.1 of the RFP indicates that an electronic submittal is required. Please confirm that three hard copies are also required in addition to the electronic submittal.	Yes, three hard copies of the complete proposal are required.
7	As in indicated on page 10 of the RFP, we understand that DSS will not pay Consultant expenses. Please clarify if DSS will cover the costs associated with any job posting fees, candidate travel expenses for interviews, etc. If not, how would DSS like bidders to reflect those costs in the proposed budget for this solicitation?	<p>Page 10 incorrectly identified consultant expenses as being paid separately.</p> <p>DSS will pay candidate travel and actual job posting fees separately and the vendors cost proposal should include projected expenses for these items.</p>
8	Related to Section 3.0: Scope of Work, Component B, can DSS please share a list of the business processes to be reviewed?	As outlined on pages 5 and 6 of the RFP, the business processes include care management, including prior authorization, claims payment, and program integrity.
9	The RFP states on page 4, Section 1.11, that “the initial term of the contract is anticipated to be 12 months in duration.” Section 3.0 Scope of Work states that Component A.1 will be 3 months, Component A.2 will be 1 month, and Component A.3 will be 6 months, (adding to a total of 10 months if not all three tasks begin concurrently). Are we to assume that the events in Component A are concurrent, and will occur over approximately 6 months total, and then Component B will occur? This will allow the Permanent Medicaid Director to be involved in the Assessment and Implementation Plan processes occurring in Component B.	Component A activities may occur concurrently depending on vendor’s ability to recruit qualified candidates for either the interim or permanent Medicaid Director. Component A and B will occur concurrently.

	Please clarify.	
10	In Component B of the Scope of Work, you have put the initial focus on an assessment of current business processes and requested recommendations to align processes with industry standards and best practices. But there also is reference to alternative service delivery models. Should we assume you are open to a policy direction toward a different service delivery model for South Dakota Medicaid and the different business processes to support that model?	Recommendation of Alternative Service Delivery Models is intended as different service delivery models for the program including different business processes.